

*Arizona Administrative Register*  
**Notices of Proposed Summary Rulemaking**

**NOTICES OF PROPOSED SUMMARY RULEMAKING**

The Administrative Procedure Act allows an agency to use the summary rulemaking procedure instead of the regular rulemaking procedure for repeals of rules made obsolete by repeal or supersession of an agency's statutory authority or the adoption, amendment, or repeal of rules that repeat verbatim existing statutory authority granted to the agency. An agency initiating summary rulemaking shall file the proposed summary rulemaking with the Governor's Regulatory Review Council and the Secretary of State's Office for publication in the next available issue of the *Register*. The proposed summary rule takes interim effect on the date of publication in the *Register*.

*Editor's Note: The following Notice of Proposed Summary of Rulemaking appeared in 2 A.A.C. 1186, March 8, 1996. The interim effective date under question #3 was listed incorrectly and the entire text of R17-4-612 was incorrectly stricken out when it is actually an amended Section. We apologize for these errors. The correct Notice appears below.*

**NOTICE OF PROPOSED SUMMARY RULEMAKING**

**TITLE 17. TRANSPORTATION**

**CHAPTER 4. DEPARTMENT OF TRANSPORTATION  
MOTOR VEHICLE DIVISION**

**PREAMBLE**

- |  |   |
|--|---|
| <p>1. <b><u>Sections Affected:</u></b><br/>R17-4-606<br/>R17-4-607<br/>R17-4-612<br/>Appendix A<br/>Appendix B</p> | <p><b><u>Rulemaking Action:</u></b><br/>Repeal<br/>Repeal<br/>Amend<br/>Repeal<br/>Repeal</p> |
|--|---|
2. **The specific authority for the rulemaking, including both the authorizing statute (general) and the statutes the rules are implementing (specific):**  
Authorizing statutes: A.R.S. §§ 28-202 and 28-900  
Implementing statute: A.R.S. § 28-414.01(C)
3. **The interim effective date of the summary rules:**  
February 16, 1996
4. **The name and address of agency personnel with whom persons may communicate regarding the rule:**  
Name: Harry McFate/Glenn C. Johnson  
Address: Department of Transportation  
4747 North Seventh Avenue  
Phoenix, Arizona 85013-2401  
Telephone: (602) 255-7737  
Facsimile: (602) 241-1624
5. **A concise explanatory statement, including an explanation of the rule and the agency's reasons for repealing it:**  
A.R.S. §§ 28-414.01(C) and 28-900 were amended in 1993 to require the Department of Administration in consultation with the Department of Public Safety and the School Bus Advisory Council to promulgate rules relative to school buses and to remove authority to promulgate rules relative to school buses from the Department of Transportation. In compliance with that statutory mandate, the Department of Administration prepared rules related to school buses that were approved by the Governor's Regulatory Review Council on February 6, 1996, and filed with the Office of the Secretary of State on February 16, 1996. The rules promulgated by the Department of Administration supersede those of the Department of Transportation.
6. **A showing of good cause why the rule is necessary to promote a statewide interest if the rule will diminish a previous grant of authority of a political subdivision of this state:**  
Not applicable.
7. **The preliminary summary of the economic, small business, and consumer impact:**  
Pursuant to A.R.S. § 41-1055(1)(2), an economic, small business, and consumer impact statement is not required with this rulemaking because it involves repeal of existing language superseded by the proposed regulations promulgated by the Department of Administration.  
  
If there is an economic impact caused by the final Department of Administration regulations, the impact will be analyzed in the

**Notices of Proposed Summary Rulemaking**

documentation submitted to the Governor's Regulatory Review Council in support of those final rules.

**8. The name and address of agency personnel with whom persons may communicate regarding the accuracy of the economic, small business, and consumer impact statement:**

Not applicable.

**9. The time, place, and nature of the proceedings for the adoption, amendment, or repeal of the rule:**

No oral proceeding is scheduled for this rulemaking. An oral proceeding may be requested by writing to:

Name: Harry McFate/Glenn Johnson, Administrative Law Judges

Address: Department of Transportation  
4747 North Seventh Avenue, Third Floor  
Phoenix, Arizona 85013-2401

Telephone: (602) 255-7737

Fax: (602) 241-1624

Written comments about this rulemaking may be submitted to the same address through April 17, 1996.

**10. An explanation of why summary proceedings are justified:**

Summary proceedings are justified because the authority of the Department of Transportation to promulgate rules relative to school buses has been repealed and the administrative rules to be repealed have been superseded by the rules filed by the Department of Administration with the Office of the Secretary of State on February 16, 1996.

**11. Any other matters prescribed by statute that are applicable to the specific agency or to any specific rule or class of rules:**

Not applicable.

**12. Incorporations by reference and their location in the rules:**

Not applicable.

**13. The full text of the rules follows:**

**TITLE 17. TRANSPORTATION**

**CHAPTER 4. DEPARTMENT OF TRANSPORTATION**

**MOTOR VEHICLE DIVISION**

**ARTICLE 6. SCHOOL BUS STANDARDS**

R17-4-606. Minimum Standards for School Bus Operation

R17-4-607. Minimum Standards for Certification of School Bus drivers

R17-4-612. Minimum standards for the periodic inspection and maintenance of school buses

App. B: School Bus Inspection and Repair Order

App. A: Arizona Department of Transportation, Physical Examination Form

**ARTICLE 6. SCHOOL BUS STANDARDS**

~~R17-4-606. Minimum Standards for School Bus Operation~~

~~A. Scope. These rules govern the operation of school buses which are used in the transportation of pupils on scheduled routes or school activities.~~

~~B. Responsibility of the school bus driver. Before transporting pupils, the driver shall perform a planned and systematic daily pre-trip inspection of the school bus as required in R17-4-612.~~

~~C. Loading and unloading pupils:~~

- ~~1. When an 8-light system is used, the alternately flashing amber lights on the school bus may be activated within 100 feet of a school bus stop; however, the alternately flashing red lights shall be activated and the stop arm extended whenever the school bus is stopped upon a highway for the purpose of loading or discharging pupils.~~
- ~~2. When a 4-light system is used, the red lights may be activated within 100 feet of a school bus stop; however, they shall be activated and the stop arm extended whenever the school bus is stopped upon a highway for the purpose of loading or discharging pupils.~~
- ~~3. A white, flashing, strobe light may be used only when 1~~

of the following exists:

- ~~a. Within 100 feet of a stop;~~
- ~~b. While the bus is stopped to load or discharge pupils;~~
- ~~c. During low visibility.~~

- ~~4. Whenever a school bus stops to load or discharge pupils who must cross the highway, the pupils shall cross in front of the bus. The bus shall not be moved until all pupils who must cross the highway have done so. The bus driver shall not permit pupils to be discharged from the bus to cross the highway until they may safely do so.~~
- ~~5. School bus stops for the purpose of loading and discharging pupils shall be held to a minimum and at no time closer than 600 foot intervals, unless such stops are necessary for safety. The bus shall be stopped as near the right edge of the traveled portion of the highway as practicable. This provision does not apply to stops for special education students.~~
- ~~6. Whenever practicable, school buses shall be routed so that stops for the purpose of loading or discharging pupils are located on streets other than arterials and high speed streets or highways.~~
- ~~7. School buses shall, where practicable, be routed so that pupils can be received or discharged on the side of the highway upon which they live.~~
- ~~8. At no time shall a school bus be stopped on a highway in such a position that pupils are received or discharged on the traffic side of the bus.~~
- ~~9. In locations with signalized intersections, pupils shall be discharged no closer than 100 feet of the traffic signal in order to cross with the traffic light, either before or after the bus proceeds.~~
- ~~10. No school bus shall stop on an interstate highway for the~~

Notices of Proposed Summary Rulemaking

purpose of receiving or discharging school children except that:

a. School bus stops may be established on frontage roads where no student is permitted to cross the divided roadways;

b. School buses may stop in designated rest areas that are a part of or adjacent to an interstate highway;

11. Loading and unloading of school buses at the school shall be done in an off-street area on the school grounds. Where this is not practicable, the school bus shall be stopped in the curb lane or off the traveled portion of the highway with the service door facing the school grounds.

12. School bus loading areas at the school shall be restricted to school buses only during the time of use.

13. Students shall be kept out of restricted bus loading areas except during the time they are actually being loaded or discharged from the bus.

14. School bus loading areas shall be arranged so that backing the bus is not necessary.

15. In the areas not designated as loading areas, no school bus shall back up on or adjacent to the school grounds unless an adult is standing at the rear of such bus in a position as to be visible to the driver while directing the maneuver. This provision does not apply in garage and bus storage areas where pupils are not permitted.

16. The driver of a school bus about to engage in backing shall sound the horn to warn other motorists and pedestrians prior to movement. This provision does not apply if the bus is equipped with an operable, audible, back-up alarm.

17. The following requirements for railroad grade crossings shall apply in addition to those contained in A.R.S. § 28-853:

a. Hazard warning lights shall be used within 100 feet of all railroad grade crossings to warn motorists of an intended stop;

b. All school buses shall stop at railroad grade crossings with or without pupils aboard;

c. While stopped, the school bus driver shall fully open the service door and the window to the left of the driver, and by hearing and sight determine that it is safe to cross but, before proceeding, shall close the service door. Type A and B school buses having a roll-down window in the service door need not open the door if the window is fully opened;

d. School bus stops for the purpose of loading or discharging pupils shall not be established within 200 feet of a railroad grade crossing. This provision shall not prohibit stops at a railroad station or on highways which parallel the railroad.

D. Authority of school bus drivers: The driver of a school bus is responsible for the orderly conduct and safety of pupils and other passengers being transported in accordance with the policy established by the governing board of that school. All adult passengers such as coaches, teachers, monitors, etc., are also under the authority of the school bus driver.

E. Hours of labor:

1. No school bus driver shall drive a school bus for more than 10 hours in any 24-hour period;

2. No school bus driver shall work more than 15 hours in any 24-hour period, including the driving of a school bus and any other work;

3. School bus drivers are not required to maintain a log book.

F. Activity trips:

1. The driver of a school bus transporting school children on

an activity trip shall be a certified school bus driver, except that the driver of a chartered bus regulated by other governmental agencies is exempt.

2. On activity trips of more than 2 hours, the driver shall stop for a short rest period and check the tires at least every 2 hours.

G. Additional requirements:

1. The doors of a school bus shall be closed prior to moving and shall remain closed whenever the bus is in motion, whether or not pupils are aboard. This provision does not apply within garage and bus storage areas.

2. A school bus driver shall not place the transmission in neutral or coast with the clutch disengaged on a downhill grade.

3. The driver of a school bus equipped with a 2-speed axle shall not shift the axle while descending any hill posted with grade warning signs before the bottom of the grade is in view.

4. The use of tobacco in any form shall be prohibited on a school bus whenever 1 or more pupils are aboard.

5. At no time shall intoxicating liquor, dangerous or narcotic drugs, or any prohibited substance be permitted in a school bus.

6. No school bus driver shall consume any alcoholic beverage, regardless of its alcohol content, while on duty or within such time prior to going on duty that any effect or evidence of such consumption remains.

7. Animals, insects, or reptiles shall not be transported in a school bus.

8. Glass items shall not be transported in a school bus.

9. Weapons of any sort, explosives, fireworks, smoke or stink bombs, or other dangerous objects shall not be transported in a school bus.

10. School bus drivers shall not permit students to place any part of their bodies out of the bus windows.

11. Rules for transporting musical instruments inside the school bus are as follows:

a. No instrument shall occupy needed seating space;

b. No instrument shall be placed in the driver's compartment or step well;

c. All instruments carried by students shall be under their control at all times and carried in the lap, between seats, or in a vacant seat properly secured. The aisle is not to be blocked at any time.

12. A school bus which has pupils aboard shall not be driven with any trailer or other vehicle attached thereto.

13. An annual accident summary shall be provided to the Department by each school district not later than July 1 for the previous year.

14. Accidents involving the death or injury of any person shall be reported to the Department by telephone as soon as possible.

15. Drivers of school buses shall be required to wear a seat belt whenever the school bus is in motion.

16. The school bus shall not be refueled while the engine is running or when pupils are aboard. Fuel shall not be carried or transported in any container other than in the tank(s) of the school bus.

17. Whenever it is necessary for the driver to leave the driving compartment with pupils aboard, the parking brake shall be set, the transmission placed in either first or reverse gear, the ignition turned "off" and the keys removed. On buses equipped with an automatic transmission, the parking brake shall be set, the transmission placed in either neutral or park, the ignition turned "off" and the keys removed. This provision does not apply to

*Arizona Administrative Register*  
**Notices of Proposed Summary Rulemaking**

special education school buses.

18. Drivers of school buses shall be required to check the school bus for remaining pupils after each trip.
19. The governing board of any school may adopt such additional regulations regarding the transportation of pupils as it may deem necessary and which are not in conflict with statutory provisions or regulations.

**II. Evacuation drills:**

1. An evacuation drill shall be conducted at least twice during each school year and shall include every pupil, with the exception of severely handicapped, who will be transported in a school bus.
2. Each school district shall establish evacuation procedures for the severely handicapped pupil.

**R17-4-607. Minimum Standards for Certification of School Bus Drivers**

**A. Physical examinations:**

1. Applicants shall pass a medical examination within 30 days prior to commencing employment and annually thereafter. The expiration date of medical examinations shall be September 30 of each year, except that examinations completed no earlier than 120 days prior to that date shall be valid through September 30 of the following year.
2. Medical examinations shall be performed by an Arizona licensed doctor of medicine or osteopathy who shall prepare a report on forms prescribed by subsection (G) of this rule and in accordance with the instructions thereon for performing and recording the physical examination.
3. An Arizona licensed optometrist may perform examinations pertaining to visual acuity, field of vision and ability to recognize colors, in which case the optometrist shall complete and sign the appropriate section on the physical examination form (ADOT 73-3905).
4. If the examiner finds that the person examined is physically qualified to drive a school bus, the certificate on the form prescribed by these rules shall be completed and furnished to the person's employer for submission of a copy to the Department.
5. Additional medical examinations may be required by either the driver's employer or the Department if there is evidence of a subsequent change in physical or psychological condition.

**B. Physical qualifications:**

1. A person is physically qualified to drive a school bus if that person:
  - a. Has no loss of a foot, a leg, a hand, or an arm;
  - b. Has no impairment of the use of a foot, a leg, a hand, fingers, or an arm and no other structural defect or limitation which is likely to interfere with the ability to control and safely drive a school bus;
  - c. Has diabetes mellitus which is currently controlled by insulin or diet and does not interfere with the ability to safely drive a school bus;
  - d. Has no clinical diagnosis of myocardial infarction, angina pectoris, coronary insufficiency, thrombosis, or any other cardiovascular disease of a variety known to be accompanied by syncope, dyspnea, collapse, or congestive cardiac failure;
  - e. Has no established medical history or clinical diagnosis of respiratory dysfunction likely to interfere with applicant's ability to control and drive a school bus safely;
  - f. Has no clinical diagnosis of high blood pressure likely to interfere with applicant's ability to operate a school bus safely;

- g. Has no established medical history or clinical diagnosis of rheumatic, arthritic, orthopedic, muscular, neuromuscular, or vascular disease which interferes with applicant's ability to control and operate a school bus safely;
- h. Has no established medical history or clinical diagnosis of epilepsy or any other condition which is likely to cause loss of consciousness or any loss of ability to control a school bus;
- i. Has no mental, nervous, organic or functional disease or psychiatric disorder likely to interfere with applicant's ability to drive a school bus safely;
- j. Has distant visual acuity of at least 20/40 (Snellen) in each eye without corrective lenses or visual acuity separately corrected to 20/40 (Snellen) or better with corrective lenses; distant binocular acuity of at least 20/40 (Snellen) in both eyes with or without corrective lenses; field of vision of at least 70 in the horizontal meridian in each eye, and the ability to recognize the colors of traffic signals and devices showing red, green and amber;
- k. First perceives a forced whispered voice at not less than 5 feet in the better ear without use of a hearing aid, or, if tested by use of an audiometric device, does not have a loss greater than 25-30 decibels at 500 Hz, 1,000 Hz, and 2,000 Hz in the better ear without a hearing aid;
- l. Does not use an amphetamine, narcotic, or any habit-forming drug; and
- m. Has no current clinical diagnosis of alcoholism.

**C. Moral character:**

1. Applicant's fingerprints shall be provided to the Department prior to employment to help determine if the applicant meets qualifications listed in this subsection.
2. The Administrative Officer shall deny a school bus driver's certificate to any applicant who:
  - a. Has practiced any material deception or fraud in their application to the school or to the state;
  - b. Has been convicted of any sex offense, or any felony or misdemeanor that has a reasonable relationship to the occupation of school bus driver. However, the Administrative Officer may allow a certificate to be issued to an applicant after considering and evaluating evidence of rehabilitation;
  - c. Has been convicted within the 2 years immediately preceding the date of application of any violation of the Transportation Laws involving driving under the influence of intoxicating liquor or drugs, reckless driving or failure to report an accident;
  - d. Has accumulated 8 or more points against their driving record during the 2 years immediately preceding the date of application (conviction dates shall be used in determining the 2-year periods). The Department may issue a certificate to an applicant who, after an accumulation of 8 or more points in a 2-year period, has completed an approved driver retraining program.
3. A person whose application for a certificate is refused may request and receive a hearing pursuant to the Arizona Administrative Procedure Act, A.R.S. § 41-1001 et seq.

- D. Knowledge of first aid.** Applicants for certification are required to successfully complete a first aid course sponsored by an accrediting agency recognized by the Department, such as the American Red Cross, the Bureau of Mines, or 1 of the various colleges offering such courses.

*Arizona Administrative Register*  
Notices of Proposed Summary Rulemaking

**E. Driver training and knowledge of school bus operation:**

1. Each driver shall complete training sessions in which the following areas will be covered:
  - a. Class room instruction;
    - i. Applicable traffic laws, rules and local regulations;
    - ii. State and local policies covering pupil transportation;
    - iii. First aid (see subsection (D));
    - iv. Driver responsibility to the child and to the school;
    - v. Completion of school bus records and reports;
  - b. Behind the wheel instructions;
    - i. Pre-trip inspection procedures;
    - ii. Care and maintenance of the school bus;
    - iii. Smooth starting, stopping and turning;
    - iv. Proper use of signals;
    - v. Proper use of clutch, if so equipped;
    - vi. Emergency evacuation drills;
    - viii. Defensive driving techniques.
2. The applicant shall be required to pass an examination with a score of 70% or better at the conclusion of the classroom training.
3. The applicant shall demonstrate ability to exercise control over a school bus during a driving test administered by a certified school bus driver. Results of the road test shall be reported to the Department on a form provided by the Department.
4. Refresher training:
  - a. The biannual refresher course required by A.R.S. § 28-414 shall consist of at least 4 hours of instruction, which may be completed in 1 or more training sessions. Material for refresher courses shall be selected from, but not limited to, the Advanced Unit of the *School Bus Driver Instructional Program* of the U.S. Department of Transportation, June 1974, a copy of which is on file with the Secretary of State's office.

**F. Requirements for temporary certificate to operate a school bus.** The Department may issue a temporary certificate to operate a school bus to an applicant who has demonstrated an ability to exercise control over a school bus and has complied with the qualifications required under (B) and (C) of this rule. The Department shall revoke the temporary certificate of any such driver who fails to complete a school bus driver training course, approved by the Department, within 6 months after commencing employment as a school bus driver.

**G. Medical examination form.** The attached medical examination form, Appendix A (ADOT 73-3905) is adopted and prescribed for use by physicians conducting medical examinations pursuant to subsection (A) of this rule.

**R17-4-612: Minimum Standards for the Periodic Inspection and Maintenance of School Buses**

- A. These standards are prepared under the authority granted by A.R.S. § 28-900 and are designed to:
  1. Ensure the proper maintenance of school buses; and
  2. Standardize inspection procedures conducted in accordance with A.R.S. § 28-984.
- B. Vehicle maintenance. A systematic, preventive maintenance program shall be set up on any basis that will assure that each vehicle will operate reliably and perform safely. Accurate records are required for each vehicle.
- C. Pre-trip inspection:
  1. The school bus driver's pre-trip inspection shall cover at least those items specified in the attached Appendix A.
  2. If a major defect affecting the safety of the bus is found,

the bus shall not be used to transport children until the defect has been corrected.

3. Deficiencies discovered during the use of a school bus shall be reported in writing, to the designated transportation supervisor, at the end of the trip.

**D. Maintenance records.** Maintenance records for each school bus shall be made available for inspection by certified agents of the Motor Vehicle Division. Records shall show all service, repair or replacement of parts and the date and odometer mileage when performed.

**E. Initial school bus inspection:**

1. Any new or used school bus introduced into the state for the purpose of transporting Arizona school children shall be inspected and approved by the Department before it can be placed in service.
2. Each school bus given an initial school bus inspection in this state shall be required to comply with the *Arizona Minimum Standards for School Buses* in effect on the date of manufacture, except for items required to be changed by subsequent law or rule.
3. When a school bus meets all applicable standards, a sticker labeled "Arizona School Bus New Inspection" shall be placed inside the bus immediately above the driver's window.

**F. Periodic inspection:**

1. Emission tests. Vehicle exhaust emission tests are required in some areas of the state. Information concerning this inspection is contained in Arizona Revised Statutes, Title 36, Chapter 14, Article 3.
2. Safety inspection:
  - a. A.R.S. § 28-984 requires annual school bus inspections.
  - b. Inspections shall be conducted by agents of the Motor Vehicle Division.
  - c. When a school bus is found to be in an unsafe condition, the faults identified as major defects will be explained on the left side of the narrative section of Form 73-4501, and hereby attached as Appendix B.
  - d. Any school bus found to have major defects shall not be returned to service until:
    - i. The repairs have been completed;
    - ii. The inspection repair order has been signed by the mechanic and the school administrator;
    - iii. The repair order has been returned to the Department, or other instructions regarding its disposition have been followed.
  - e. Minor defects do not prevent use of the vehicle; however, such items shall be corrected as soon as reasonably possible. Minor items will be indicated on the right side of the narrative section of Form 73-4501.
  - f. Upon completion of an inspection, the school will be provided a copy or copies of the inspection form for each school bus inspected.
  - g. A safety inspection sticker shall be affixed to the lower right corner of the windshield, or to the side window nearest that location, of every bus inspected in which no major defects are noted.
  - h. Whenever a school bus has been altered or modified, the Department shall be notified prior to the vehicle being returned to use. An inspection may be required to determine the safety or legality of the modification. This shall not apply to maintenance or repairs in which the vehicle is reassembled in its original configuration.
3. Inspection standards. Standards for the periodic inspection

*Arizona Administrative Register*  
**Notices of Proposed Summary Rulemaking**

tion of school buses will be based on *Arizona Minimum Standards for School Buses*, R17-4-609 and R17-4-610, in effect on the date of manufacture, except for retroactive changes required by rule or law.

**4. Inspection procedures**

- a. ~~The School Bus Inspection Standards, July 1983 edition, hereby incorporated by reference, a copy of which is on file with the Secretary of State's Office, shall be used by agents of the Motor Vehicle Division when conducting school bus inspections.~~
- b. ~~A school employee shall assist the inspector if requested.~~
- c. ~~The coding system used for the reporting of defects in the inspection standards shall be as follows:~~
  - i. ~~The number (1) indicates a major defect.~~
  - ii. ~~The number (2) indicates a minor defect.~~
  - iii. ~~The number (3) indicates either. A major defect or a minor defect shall be recorded, at the discretion of the inspector.~~

**APPENDIX A**

**A. Stationary inspection:**

**1. Pre-starting inspection:**

- a. ~~Observe the bus for evidence of oil, fuel, or water leaks, vandalism, etc.~~
- b. ~~Raise the hood and make sure the safety latch or hinge is in hold position, then check oil, water, belts, hoses, and wiring for frayed, cracked and/or deteriorated conditions.~~

**B. Walk-around inspection.** ~~Place the transmission in neutral and set the parking brake (fully depress the clutch pedal in manual transmission equipped vehicles). Start the engine and inspect the bus from top to bottom and end to end. Check for:~~

- 1. ~~Tires: underinflated, flat, excessive wear or damaged.~~
- 2. ~~Wheels: loose or missing nuts, excessive corrosion, cracks, or other damage.~~
- 3. ~~Fluid leaks: evidence of wetness on inner wheels and tires.~~
- 4. ~~Windshield and driver's side window: all school bus windows should be clean.~~
- 5. ~~Mirrors: adequate view to the rear is essential for safety. They must be clean, properly aimed, and tightly adjusted.~~
- 6. ~~Warning systems: running lights, back-up lights, all signals and signs, reflectors, turn signals, stop lights and warning flashers must be clean and working properly.~~
- 7. ~~Exhaust system: sagging exhaust pipes, short and leaky tailpipes, and defective mufflers must be repaired and replaced.~~
- 8. ~~Emergency exits: must be tightly sealed to prevent possible entrance of dangerous carbon monoxide fumes. (Check by opening and closing to keep hinges operational and to check functioning of warning buzzer.)~~

**C. Inside safety check:**

- 1. ~~The passenger compartment, seats, frames, emergency exits, and windows must be carefully checked.~~
- 2. ~~Inspect instruments and controls. With the engine operating, check the following:~~

- a. ~~Vacuum or air pressure gauge or hydraulic indicator lights: these should indicate adequate capacity to operate brakes. Loss of air or hydraulic pressure or vacuum indicates a braking deficiency that must be corrected immediately.~~
- b. ~~Oil pressure gauge: the engine should be turned off in the event of inadequate pressure and reported immediately.~~
- c. ~~Warning lights:~~
  - i. ~~Oil pressure warning light: prolonged displaying of the warning light is a signal of oil pressure problems and should be reported immediately.~~
  - ii. ~~Service brake warning light: a light on during the braking application indicates that the brake system is not operating properly.~~
  - iii. ~~Alternator/generator warning light: a continuous light "on" after the engine is running indicates a malfunction in the charging system.~~
  - iv. ~~Ammeter and/or voltmeter: any continuous discharge should be reported immediately.~~
  - v. ~~Water temperature gauge or warning light: the indicator should always read "cool" or "warm". If it indicates "hot" the engine should be stopped immediately. The same action should be taken if the temperature warning light goes "on".~~

**D. Check each of the following for proper operation, adjustments, or condition:**

- 1. ~~Directional signals.~~
- 2. ~~Stop lights and signals.~~
- 3. ~~Special warning lights.~~
- 4. ~~Emergency flashers.~~
- 5. ~~Clearance and marker lights.~~
- 6. ~~Headlights.~~
- 7. ~~Interior bus lights.~~
- 8. ~~Stop arm control, if so equipped.~~
- 9. ~~Windshield fan and defroster.~~
- 10. ~~Heaters.~~
- 11. ~~Horn.~~
- 12. ~~Service door and control.~~
- 13. ~~Rear view and side view mirrors.~~
- 14. ~~Fuses and emergency equipment.~~
- 15. ~~Driver's seat.~~
- 16. ~~Driver's seat belt.~~
- 17. ~~Fire extinguisher.~~
- 18. ~~First aid kit.~~
- 19. ~~Wipers/washers.~~
- 20. ~~Sanders, when equipped.~~

*Arizona Administrative Register*  
**Notices of Proposed Summary Rulemaking**

APPENDIX A

ARIZONA DEPARTMENT OF TRANSPORTATION  
**PHYSICAL EXAMINATION FORM**

(Meets Arizona Department of Transportation Motor Vehicle Division Requirements)

To Be Filled In By Examining Physician (Please Print)

Driver's Name \_\_\_\_\_ New Certification ☐  
Address \_\_\_\_\_ Recertification ☐  
Soc. Sec. No. \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Health History:

Yes	No		Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Head or spinal injuries	<input type="checkbox"/>	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	Muscular disease
<input type="checkbox"/>	<input type="checkbox"/>	Seizures, fits, convulsions, or fainting	<input type="checkbox"/>	<input type="checkbox"/>	Gastrointestinal ulcer	<input type="checkbox"/>	<input type="checkbox"/>	Suffering from any other disease
<input type="checkbox"/>	<input type="checkbox"/>	Extensive confinement by illness or injury	<input type="checkbox"/>	<input type="checkbox"/>	Nervous Stomach	<input type="checkbox"/>	<input type="checkbox"/>	Permanent defect from illness, disease or injury
<input type="checkbox"/>	<input type="checkbox"/>	Cardiovascular disease	<input type="checkbox"/>	<input type="checkbox"/>	Rheumatic Fever	<input type="checkbox"/>	<input type="checkbox"/>	Psychiatric disorder
<input type="checkbox"/>	<input type="checkbox"/>	Tuberculosis	<input type="checkbox"/>	<input type="checkbox"/>	Asthma	<input type="checkbox"/>	<input type="checkbox"/>	Any other nervous disorder
<input type="checkbox"/>	<input type="checkbox"/>	Syphilis	<input type="checkbox"/>	<input type="checkbox"/>	Kidney disease			
<input type="checkbox"/>	<input type="checkbox"/>	Gonorrhea						

If answer to any of the above is yes, explain \_\_\_\_\_

**PHYSICAL EXAMINATION**

General appearance and development: Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_

Vision: For Distance Right 20/ \_\_\_\_\_ Left 20/ \_\_\_\_\_  
☐ Without corrective lenses ☐ With corrective lenses, if worn  
Evidence of disease or injury: Right \_\_\_\_\_ Left \_\_\_\_\_  
Color Test \_\_\_\_\_  
Horizontal field of vision: Right \_\_\_\_\_ ° Left \_\_\_\_\_ °

Hearing: Right ear \_\_\_\_\_ Left ear \_\_\_\_\_  
Disease or injury \_\_\_\_\_

Audiometric test: (If audiometer is used to test hearing) \_\_\_\_\_ Decibel loss at 500 Hz \_\_\_\_\_ at 1,000 Hz \_\_\_\_\_ at 2,000 Hz

Throat: \_\_\_\_\_

Thorax: Heart \_\_\_\_\_  
If organic disease is present, is it fully compensated? \_\_\_\_\_  
Blood pressure Systolic \_\_\_\_\_ Diastolic \_\_\_\_\_  
Pulse: Before exercise \_\_\_\_\_ Immediately after exercise \_\_\_\_\_

Lungs \_\_\_\_\_

Abdomen: Scars \_\_\_\_\_ Abnormal masses \_\_\_\_\_ Tenderness \_\_\_\_\_  
Hernia Yes \_\_\_\_\_ No \_\_\_\_\_ If so, Where? \_\_\_\_\_ Is truss worn? \_\_\_\_\_

Gastrointestinal: Ulceration or other disease Yes \_\_\_\_\_ No \_\_\_\_\_

Genito-Urinary: Scars \_\_\_\_\_ Urethral discharge \_\_\_\_\_

Reflexes: Romberg \_\_\_\_\_  
Pupillary \_\_\_\_\_ Light R \_\_\_\_\_  
Accommodation right \_\_\_\_\_  
Knee jerks Right Normal \_\_\_\_\_ Increased \_\_\_\_\_ Absent \_\_\_\_\_  
Left Normal \_\_\_\_\_ Increased \_\_\_\_\_ Absent \_\_\_\_\_

Remarks \_\_\_\_\_

Extremities: Upper \_\_\_\_\_ Lower \_\_\_\_\_

Laboratory and Other Special Findings: Urine Spec. Gr. \_\_\_\_\_ Alb. \_\_\_\_\_ Sugar \_\_\_\_\_  
Other Laboratory Data (Serology, etc.) \_\_\_\_\_  
Radiological Data \_\_\_\_\_  
Electrocardiograph \_\_\_\_\_

**MEDICAL EXAMINER'S CERTIFICATE**

I certify that I have examined

DRIVER'S NAME (PRINT)

IN ACCORDANCE WITH THE ARIZONA DEPARTMENT OF TRANSPORTATION MOTOR VEHICLE DIVISION REGULATIONS AND WITH KNOWLEDGE OF THE DUTIES, SCHOOL BUS DRIVER, I FIND THIS PERSON QUALIFIED UNDER THE REGULATIONS.

☐ QUALIFIED ONLY WHEN WEARING CORRECTIVE LENSES

A COMPLETED EXAMINATION FORM FOR THIS PERSON IS ON FILE IN MY OFFICE AT \_\_\_\_\_

ADDRESS

DATE OF EXAMINATION

NAME OF EXAMINING  
DOCTOR (PRINT)

SIGNATURE OF DRIVER

SIGNATURE OF EXAMINING DOCTOR

ADDRESS OF DRIVER

General Comments: \_\_\_\_\_

NOTE: This section to be completed only when visual test is conducted by a licensed optometrist

Date of Examination

Name of Optometrist (Print)

Address of Optometrist

Signature of Optometrist



*Arizona Administrative Register*  
**Notices of Proposed Summary Rulemaking**

ARIZONA  
DEPARTMENT OF TRANSPORTATION  
PHYSICAL QUALIFICATIONS AND  
EXAMINATION OF DRIVERS

A person is physically qualified to drive a school bus if they —

- (1) Have no loss of a foot, a leg, a hand or an arm;
- (2) Have no impairment of the use of a foot, a leg, a hand, fingers, or an arm, and no other structural defect or limitation which is likely to interfere with their ability to control and safely drive a school bus;
- (3) Have no established medical history or clinical diagnosis of diabetes mellitus currently requiring insulin for control;
- (4) Have no clinical diagnosis of myocardial infarction, angina pectoris, coronary insufficiency, thrombosis, or any other cardiovascular disease of a variety known to be accompanied by syncope, dyspnea, collapse, or congestive cardiac failure;
- (5) Have no established medical history or clinical diagnosis of a respiratory dysfunction likely to interfere with their ability to control and drive a school bus safely;
- (6) Have no clinical diagnosis of high blood pressure likely to interfere with their ability to operate a school bus safely;
- (7) Have no established medical history or clinical diagnosis of rheumatic, arthritic, orthopedic, muscular, neuromuscular, or vascular disease which interferes with their ability to control and operate a school bus safely;
- (8) Have no established medical history or clinical diagnosis of epilepsy or any other condition which is likely to cause loss of consciousness or any loss of ability to control a school bus;
- (9) Have no mental, nervous, organic or functional disease or psychiatric disorder likely to interfere with their ability to drive a school bus safely;
- (10) Have distant visual acuity of at least 20/40 (Snellen) in each eye without corrective lenses or visual acuity separately corrected to 20/40 (Snellen) or better with corrective lenses, distant binocular acuity of at least 20/40 (Snellen) in both eyes with or without corrective lenses, field of vision of at least 70° in the horizontal meridian in each eye, and the ability to recognize the colors of traffic signals and devices showing standard red, green, and amber;
- (11) First perceive a forced whispered voice at not less than 5 feet in the better ear without use of a hearing aid, or, if tested by use of an audiometric device, does not have a loss greater than 25-30 decibels at 500 Hz, 1,000 Hz, and 2,000 Hz in the better ear without a hearing aid;
- (12) Do not use an amphetamine, narcotic, or any habit-forming drug; and
- (13) Have no current clinical diagnosis of alcoholism.

**INSTRUCTIONS FOR PERFORMING AND RECORDING PHYSICAL EXAMINATIONS**

The examining physician should review these instructions before performing the physical examination. Answer each question yes or no where appropriate.

The examining physician should be aware of the physical demands and mental and emotional responsibilities placed on the driver of a school bus. In the interest of public safety, the examining physician is required to certify that the driver does not have any physical, mental, or organic defect of such a nature as to affect the driver's ability to safely operate a school bus.

**General Information.** The purpose of this history and physical examination is to detect the presence of physical, mental or organic defects of such a character and extent as to affect the applicant's ability to operate a school bus safely. The examination should be made carefully and at

least as complete as indicated by the attached form. History of certain defects may be cause for rejection or indicate the need for making certain laboratory tests or a further, and more stringent, examination. Defects may be recorded which do not, because of their character or degree, indicate that certification of physical fitness should be denied. However, these defects should be discussed with the applicant and they should be advised to take the necessary steps to insure correction, particularly of those which, if neglected, might lead to a condition likely to affect their ability to drive safely.

**General appearance and development.** Note marked overweight. Note any posture defect, perceptible limp, tremor, and other defects that might be caused by alcoholism, thyroid intoxication, or other illnesses. The Motor Vehicle Division Regulations provide that no driver shall use a narcotic or other habit-forming drug.

**Head-eyes.** When other than the Snellen chart is used, the results of such test must be expressed in values comparable in the standard Snellen test. If the applicant wears corrective lenses, these should be worn while applicant's visual acuity is being tested. If appropriate, indicate on the Medical Examiner's Certificate by checking the box, "Qualified Only when wearing corrective spectacles". Recording distance vision, use 20 feet as normal. Report all vision as a fraction with 20 as the numerator and the smallest type read at 20 feet as denominator. Note ptosis, discharge, visual defects, ocular muscle imbalance, color blindness, corneal scar, exophthalmos, or strabismus, uncorrected by corrective lenses. Monocular or aphakic drivers are not qualified to operate a school bus.

**Ears.** No evidence of mastoid or middle ear disease, discharge, symptoms of otitis, vertigo, or Meniere's Syndrome. When recording hearing, record distance from patient at which a forced whispered voice can first be heard. If audiometer is used for hearing, record decibel loss at 500 Hz, 1,000 Hz, and 2,000 Hz.

**Throat.** Note evidence of disease. Irremediable deformities of the throat likely to interfere with eating or breathing, or any laryngeal condition which could interfere with the safe operation of a school bus.

**Thorax-heart.** Stethoscopic examination is required. Note murmurs and arrhythmias, and any past or present history of cardiovascular disease or any injury known to be accompanied by syncope, dyspnea, cyanosis, enlarged heart, or congestive heart failure. Electrocardiogram is required when findings so indicate.

**Blood pressure.** Record with either sphygmometer or mercury column type of sphygmomanometer. If the blood pressure is consistently above 160/90 mm. Hg., further tests may be necessary to determine whether the driver is qualified to operate a school bus.

**Lungs.** If any lung disease is detected, state whether active or arrested. If arrested, your opinion as to how long has been quiescent.

**Gastrointestinal system.** Note any diseases of the gastrointestinal system.

**Abdomen.** Note wounds, injuries, scars, or weakness of muscles of abdominal walls sufficient to interfere with normal function. Any hernia should be noted if present. State how long and if adequately contained by truss.

**Abnormal masses.** If present, note location, if tender, and whether or not applicant knows how long they have been present. If the diagnosis suggests that the condition might interfere with the control and safe operation of a school bus, more stringent tests must be made before the applicant can be certified.

**Tenderness.** When noted, state where most pronounced, and suspected cause. If the diagnosis suggests that the condition might interfere with the control and safe operation of a school bus, more stringent tests must be made before the applicant can be certified.

**Genito-urinary.** Urinalysis is required. Acute infections of the genito-urinary tract, as defined by local and State public health laws, indications from urinalysis of uncontrolled diabetes, symptomatic albumin-uria, in the urine, or other findings indicative of health conditions likely to interfere with the control and safe operation of a school bus will disqualify an applicant from operating a school bus.

**Neurological.** If positive Romberg is reported, indicate degrees of impairment. Pupillary reflexes should be reported for both light and accommodation. Knee jerks are to be reported, absent only when not obtainable upon reinforcement and as increased when foot is actually lifted from the floor following a light blow on the patella; sensory vibrators and positional abnormalities should be noted.

**Extremities.** Carefully examine upper and lower extremities. Record the loss or impairment of a leg, foot, toe, arm, hand, or fingers. Note any and all deformities, the presence of atrophy, semiparalysis or paralysis, or varicose veins. If a hand or finger deformity exists, determine whether sufficient grasp is present to enable the driver to secure and maintain a grip on the steering wheel. If a leg deformity exists, determine whether sufficient mobility and strength exist to enable the driver to operate pedals properly. Particular attention should be given to and a record should be made of any impairment or structural defect which may interfere with the driver's ability to operate a school bus safely.

**Spine.** Note deformities, limitation of motion, or any history of pain, injuries, or disease, past or presently experienced in the cervical or lumbar spine region. If findings so dictate, radiologic and other examinations should be used to diagnose congenital or acquired defects, or spondylitis and scoliosis.

**Recto-genital studies.** Diseases or conditions causing discomfort should be evaluated carefully to determine the extent to which the condition might be handicapping while lifting, pulling, or during periods of prolonged driving that might be necessary as part of the driver's duties.

**Laboratory and other special findings.** Urinalysis is required, as well as such other tests as the medical history or findings indicate are necessary. A serological test is required if the applicant has a history of luesic infection or present physical findings indicate the possibility of latent syphilis. Other studies deemed advisable may be ordered by the examining physician.

**Diabetes.** If insulin is necessary to control a diabetic condition, the driver is not qualified to operate a school bus. If mild diabetes is noted at the time of examination and it is stabilized by use of a hypoglycemic drug and a diet that can be obtained while the driver is on duty, it should not be considered disqualifying. However, the driver must remain under adequate medical supervision.

The physician must date and sign his findings upon completion of the examination.

The medical examination shall be performed by a licensed doctor of medicine or osteopathy. A licensed osteopath may perform examinations pertaining to visual acuity, field of vision and ability to recognize colors.

If the medical examiner finds that the person he examined is physically qualified to drive a school bus, he shall complete a certificate in the form prescribed by the regulations and furnish one copy to the person examined and one copy to the school bus driver's employer.

**Historical Note**

Adopted effective August 24, 1982 (Supp. 82-4). Former Section R17-4-501 renumbered without change as Section R17-4-600 (Supp. 87-2). Emergency amendments adopted and filed August 24, 1990, effective September 27, 1990, pursuant to A.R.S. § 41-1026, valid for only 90 days (Supp. 90-3). Emergency amendments repealed, new emergency amendments adopted effective October 1, 1990, pursuant to A.R.S. § 41-1026, valid for only 90 days (Supp. 90-4). Emergency expired. Emergency amendments re-repealed, new emergency amendments readopted effective February 12, 1991, pursuant to A.R.S. § 41-1026, valid for only 90 days (Supp. 91-1). Emergency



*Arizona Administrative Register*  
**Notices of Proposed Summary Rulemaking**

**APPENDIX B**

ARIZONA DEPARTMENT OF TRANSPORTATION  
MOTOR VEHICLE DIVISION  
FIELD SERVICES GROUP  
PUPIL TRANSPORTATION UNIT

**SCHOOL BUS INSPECTION  
AND REPAIR ORDER**

1801 W. Jefferson  
Phoenix, AZ 85007  
(602) 261-7847

SCHOOL DISTRICT

CITY

COUNTY

BODY & YEAR

CHASSIS & YEAR

C    FC    E    MS    SV    WC    CAP.

BUS NO.

LICENSE NO.

DATE

CONDITION (x) INDICATES SATISFACTORY OR DEFECTIVE EQUIPMENT

HEAD LIGHTS		STEERING		EXHAUST		PARKING BRAKE	
TURN INDICATOR		SUSPENSION		ENGINE COMP.		SERVICE BRAKES	
HAZARD LIGHTS		FUEL TANK(S)		HORN		LOW AIR VAC. WARNING	
WARNING LIGHTS		BODY MOUNTS		WIPERS		FIRST AID KIT	
SIDE MARKER LAMPS		BUMPERS		WINDSHIELD		FIRE EXTINGUISHER	
CENTER L. D. LAMPS		BODY CHASSIS PAINT		WINDOWS		BODY REFLECTORS	
TAIL LIGHTS		LETTERING		SERVICE DOOR		REFLECTORS (EMER.)	
BRAKE LIGHTS		BUS BODY		MIRRORS		TYPE OF FUEL	
BACKUP LIGHTS		EMER. EXIT		SEAT BELT		DEFROSTERS	
CLEARANCE LAMPS		EMER. DOOR		SUNSHIELD		INTERIOR	
TIRES		DOOR EXIT ALARM		SEATS		AIR LEAKS	
WHEELS		STOP SIGN		FLOOR COVERING		MISC.	
MUD FLAPS		CROSS VIEW MIRROR		DUST BOOT(S)		INSPECTION SEAL	

MAJOR DEFECTS- BUS IS NOT TO BE USED UNTIL DEFECTS HAVE BEEN RE-  
PAIRED AND MAINTENANCE COPY SIGNED AND MAILED. REF: 28-984

MINOR DEFECTS - REPAIRS MUST BE MADE AND MAINTENANCE COPY SIGNED  
AND MAILED WITHIN FIVE WORKING DAYS. REF: 28-984

SEAT BELT INSTALLED

YES    NO  
Driver    ☐    ☐  
Passengers    ☐    ☐

INSPECTOR

WHITE COPY    PUPIL TRANS. UNIT  
PINK COPY    MAINTENANCE  
YELLOW COPY    SCHOOL FILE

73-4501 RS-81

**Historical Note**

Adopted effective August 18, 1983 (Supp. 83-4). Former Section R17-4-505 renumbered without change as Section R17-4-612 (Supp. 87-2).